



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
UNIT 29351  
APO AE 09014-9351

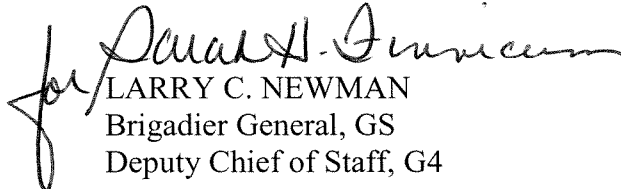
AEAGD

25 July 2005

MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Personnel Accountability Policy

1. Purpose. To establish the personnel accountability policy for Soldiers and Civilians assigned or attached to G4 USAREUR.
2. Applicability. This policy is applicable to all G4 USAREUR personnel.
3. Policy. Accountability determines an individual's status, such present for duty, on leave/pass, or leave without pay, absent without leave.
  - a. As we continue to fight the global war on terrorism it is important that we know the whereabouts of our personnel. With this in mind, supervisors must ensure that personnel accountability is maintained along with an updated recall roster, also all leave requests will include address location, telephone number to help us maintain a high state of readiness.
  - b. Personnel accountability includes daily reporting procedures in the morning of each person by his or her supervisor to the SGM using the information personnel database (IPDB). This action is not only to ensure compliance with Army standards, but to verify the welfare and well-being of the person.
4. I strongly encourage first line supervisors to actively be involved in accounting for their subordinates, both on and off duty. Accountability includes knowing where subordinates are and as well as their professional and personal needs. Division chiefs and their branch chiefs will administer personnel accountability in a positive manner and not restrict normal off duty activities.

  
LARRY C. NEWMAN  
Brigadier General, GS  
Deputy Chief of Staff, G4